



03-031

**TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE**

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Mike Montgomery, Chief (Original Signed)
Bureau of Nutrition Services

DATE: March 31, 2003

SUBJECT: WIC Appropriation from USDA

The WIC appropriation from USDA for this fiscal year was approved and passed by Congress in February 2003. Due to the late receipt of the actual appropriation, some of the original projects for which funds had been allocated were either cancelled or postponed. Therefore, the State WIC Agency is adjusting its original allocations and shifting funds subsequent to these adjustments. We must reprioritize our objectives and projected expenditures for the year and would like your input in this process.

Funds are available upon request for some one-time or one-of-a-kind expenditures for new or replacement equipment, various supplies, and/or clinic improvements. Examples of these are listed below.

Administrative computers (not connected to the WIN System)
Adult and Infant Scales
Centrifuges/Hemocues/Hematistats and accompanying capillary tubes, microcuvettes
Children's Toys for Waiting Rooms
Clinic Improvements (such as Carpeting, Ceiling Fans, Window Covers, Privacy Partitions, Painting, or Air Conditioning)
Copiers
Fax machines
Food Models
Measuring Boards
Medical Supplies
Office Furniture such as desks, tables, chairs, file cabinets, modular furniture
Office Supplies
Renovations
Specialized Training
Television sets/carts
Temporary Staff for Limited Time Periods
VCRs/DVD players
Vehicles
Video Projectors

This would be a good time to order extra replacements for those pieces of equipment that break frequently due to daily use and are critical to WIC operations. For those 90 clinics/sites that have requested television set hookups to the VSAT system for distance learning, this is an opportunity to purchase those sets plus carts if needed. VSAT will be installed this summer in most areas of the state. For more information about the specifications for both the television and the cart, please contact Yolanda Baz Dresch at Yolanda.BazDresch@tdh.state.tx.us.

Additional funds are also available to pay the salaries of registered dietitians, peer counselors, and lactation consultants. However, please be advised that these types of expenditures can only be covered through September 30, 2003.

Please review your clinic equipment, supplies, facilities and current level of services to determine your need for any of the items and/or services listed above. Prepare a **prioritized** list of these items or services. Then determine which items and/or services can be purchased and/or funds encumbered no later than September 30, 2003. List those items/services, the approximate cost of each, and a short justification for each item on your request and submit your list to:

Clara Jackson
WIC Program
Texas Department of Health
1100 W. 49th St.
Austin, Texas 78756

Example:

Item/Service	Approximate Cost	Justification
3 Portable Copiers	\$500 each	To replace original copiers that no longer work and are needed at 9 different sites (3 sites each) each month.
1-27" television	\$550	For use with VSAT satellite system to be installed this summer.

After all requests are received, this office will review them, and you will be notified in writing concerning the items/services on your list that are approved for purchase. Any items or services purchased under this reallocation of funds should be submitted on a separate State of Texas Purchase Voucher. Expenditures for these items and services, while submitted for reimbursement separately, will still be subject to the nineteen percent allocation requirement between nutrition education and administration when combined with total reimbursements. They will also be subject to the same purchasing rules at your agency as all expenditures.

Approval of your list of purchases does not constitute approval for purchase. Additional prior approvals must be requested and obtained from the State WIC Office and possibly USDA before the actual purchase of certain items such as computers, vehicles, and renovations and for other items if costs exceed threshold levels stated in WIC policy, even though these may be approved for purchase in the initial approval letter.

Your request listing items and/or services and their approximate costs must be received in this office by April 15, 2003. Review and approval letters will be sent to you by April 30.

If you have any questions or require additional information, please contact Ms. Clara Jackson at (512) 458-7111, extension 3446, or through email at Clara.Jackson@tdh.state.tx.us.